



# Annea Kelmendi

**Date of birth:** 20/05/2004 | **Nationality:** Kosovar | **Gender:** Female | **Phone number:** (+383) 44603201 (Mobile) |

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## ● ABOUT ME

My name is Annea Kelmendi and I am 19 years old.

I am currently in my first year at the Faculty of Law and I graduated from QSE Don Bosco.

When it comes to work experience, in the field that I am aiming for in the coming years, I do not have any work experience yet, I have only participated in workshops such as the one of the Institute of Criminology, Criminology and Security, developed by the Career Development Centre.

From the point of view of my character and what I can offer at work, I can say with confidence that I have communication and cooperation skills, commitment to work and that I would like to work with the greatest pleasure in an environment where people value and respect each other.

Of course, the motive that is essential in this experience that I hope you will offer me is the achievement of excellent results and experiences for which I will be forever grateful.

I hope that you will be interested in working with me and give me the opportunity to demonstrate my skills in practice. I am convinced that with my commitment and desire to learn and grow, my ability and willingness to offer everything in terms of work will come into play. ovide a description of yourself here...

## ● EDUCATION AND TRAINING

01/10/2022 – CURRENT Prishtina, Kosovo

**LAW GRADUATE** Faculty of Law, University of Prishtina

03/09/2019 – 17/05/2022 Prishtina, Kosovo

**HIGH SCHOOL GRADUATE** QSE Don Bosko

## ● DIGITAL SKILLS

Micorsoft Excel | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Outlook | Google Drive | Zoom | Social Media

## ● LANGUAGE SKILLS

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>SPANISH</b>	B1	B1	B1	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● ADDITIONAL INFORMATION

### COMMUNICATION AND INTERPERSONAL SKILLS

Excellent written and verbal communication skills

Writing creative or factual

## CONFERENCES AND SEMINARS

31/05/2023 – 31/05/2023 – Institute of Criminology, Criminology and Security - Prishtina  
**Presentation of the Institute IKSS**

## HOBBIES AND INTERESTS

Piano

Learning Languages

Reading

## ORGANISATIONAL SKILLS

**Communication** Write here the description...

**Teamwork** I have been team leader of class during high school

**Time management, physical organization, and prioritization**

## VOLUNTEERING

01/07/2019 – 31/07/2020 QSE Don Bosko

**Volunteer - Team Leader** I have been working as a volunteer during summer school camps at QSE Don Bosko